

**RURAL PALM BEACH, MARTIN, ST. LUCIE & INDIAN RIVER COUNTIES
REGIONAL MOBILITY MANAGEMENT FACILITATOR
JOB DESCRIPTION**

JOB SUMMARY:

Human services transportation coordination aims to improve transportation services by providing coordinated transportation resources through multiple programs and agencies. This position will be responsible for mobility management which, under the Federal Transit Administration (FTA) definition, 'consists of short-range planning, management activities and projects for improving coordination among public and private transportation service providers with the intent of expanding the availability of services'.

The Mobility Management Facilitator will work with regional stakeholders in rural Palm Beach, Martin, St. Lucie and Indian River Counties to address mobility for individuals with disabilities and the aging population, by increasing their access to health care, employment, education, and other life-sustaining activities. A mobility manager's focus is on the movement of people rather than vehicles and on the entire trip, not just one mode or another.

Funding for this full-time position will be for a 3 year period contingent upon award compliance, performance measure outcomes and continued future grant funding availability.

Recommended Salary Range: \$60,000 - \$65,000 full-time with full-time benefits.

DUTIES:

Support short term management activities to plan and implement coordinated transportation-related services.

Enhance and facilitate access to transportation services, including the integration and coordination of services with local and/or regional stakeholders.

Cooperate with area transportation service providers to ensure optimum transportation opportunities for customers in light of mandates, regulations, expectations and performance measures.

Support state and local coordination planning and policy bodies such as regional partnering agencies and funding partners. Promote the FTA initiative on the development of coordinated transportation services.

Identify and bring together transportation stakeholders including public transportation, Commuter Rail (ex. Tri-Rail), taxis, ride-sharing entities, and Commuter Service programs to determine public transportation needs.

Engage organizational partners and other stakeholders in identifying unmet and emerging needs of the public.

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Examine and analyze the various transportation plans and determine potential gaps in the provision of transportation services in the region.

Coordinate and track recommendations from stakeholders.

Identify barriers such as socio-economic, geographic, and institutional gaps that impede the ability and the access to transportation.

Work with stakeholders to synthesize the issues and barriers related to mobility and work toward unified solutions; develop goals, strategies and action plans to achieve the goals.

Develop and deliver presentations on the benefits of mobility management and the FTA Section 5310 program.

Develop resources such as fact sheets, training materials, and guidebook templates as need is identified.

Facilitate regular meetings with community stakeholders and organizations.

Perform outreach to community agencies and participate in community events/meetings.

Build and maintain a supportive community network.

Document and quantify all activities.

Assist in developing printed and electronic material and forms to make information clearly obtainable for those using and funding the program.

Coordinate regular meetings and provide status reports to the District 4 Rural Palm Beach, Martin, St. Lucie and Indian River Counties Section 5310 Advisory Committee.

Produce quarterly reports and an Annual Report that presents and summarizes performance of the Mobility Management Program. This should include quantitative and qualitative metrics.

Engage with the Community Transportation Association of American (CTAA) mobility management industry and attend regular trainings or educational opportunities.

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QUALIFICATIONS:

Bachelor's Degree required and Master's Degree preferred with five years of experience in: planning, public administration, social work, marketing, public transit, transportation, community transportation planning and/or operations or a related field.

Knowledge of principles and practices of public transit, human services, safety, public planning, or a related field, and an understanding of local governments and elected leadership are desirable.

Some knowledge of federal, state, and local policies, procedures and practices.
Ability to analyze and identify trends from statistical and other data.

Excellent interpersonal, written and verbal communication skills.

Ability to organize, coordinate and facilitate meetings with diverse groups of people.

Ability to provide leadership and speak before public groups, and to utilize various audio/visual technologies and presentation tools including PowerPoint, smartboard etc. i.e. Go-to Meeting.

Ability to coordinate multiple tasks and activities and prioritize projects and meet deadlines.

Excellent record keeping/organizational skills.

Be available to work non-traditional hours (nights and weekends) if needed.

Computer skills should include but not be limited to word processing, spreadsheets, and presentation software.